

PLAN GHP SYSTEM OPERATING SCHEDULE DESCRIPTION
Calendar Year 2000

It is vital for everyone in your organization who is involved in the Medicare aspects of the HCFA contract, to be aware of the schedule of target dates attached to this description. The schedule includes:

- (1) PLAN DATA DUE -- This date is the last day on which you can transmit records to the HCFA Data Center for processing in the month. The transmission must be completed by the close of business (5 PM) in the eastern time zone on the date noted.
- (2) MCCOY DOWN DAY -- This is a day on which you cannot access the HCFA GHP master file for view/look-up purposes. On all other work days, access can be gained unless a message on the McCoy screen indicates otherwise. Also, be aware that the McCoy System is not usually available on weekends. Hours of operation for McCoy are 6 AM to 8 PM eastern time.
- (3) MCCOY EXCEPTION REPORTS AVAIL -- The date that you can look at the enrollment, disenrollment, working aged, and status records you sent to HCFA for processing that rejected. This provides you an early opportunity to release "welcome" letters to enrollees whose enrollment transactions did not reject. You DO NOT have to wait until later in the month for the GHP monthly reports to be available for downloading via GROUCH to notify the enrollees whose enrollment records were accepted. We recommend you take full advantage of this capability not only to "welcome" the new members but also to investigate the rejected records as noted on the EXCEPTION REPORT.
- (4) PAYMENT DUE PLANS -- This is the date of the deposit of the HCFA monthly payment to your plan; all deposits will be made to arrive on the first calendar day of the month unless the first day falls on a weekend or a federal holiday. In this case the deposit will arrive on the last workday prior to the first of the month.
- (5) GROUCH REPORTS AVAIL -- This is the date all the HCFA monthly reports are available for downloading via the HCFA GHP Report Output User Communication Help (GROUCH) System. NOTE: No mailing is done for these reports, you must download them to receive them!

- (6) WORKING AGED DATA DUE -- (RISK BASED PLANS ONLY) This is the date by which the working aged members data from Risk based contractors must be sent to HCFA. The transmission must be completed by the close of business (5 pm) in the eastern time zone on the date noted. (Cost based plans and Health Care Prepayment Plans do not report this information.)